

## Title: Lotus Notes New Account Request

1 - Print a copy of this document and give it to the person requesting the account. They should complete the form as indicated and then date and sign it. Return this completed form along with a completed copy of AMSAM-CIC Form 54 to the AMCOM CIC Help Desk for further action.

2 - **Type of Account:** ☐ User ☐ User Admin ☐ Group Admin ☐ Server Admin ☐ Domain Admin

3 - The following Lotus Notes Databases have default Reader or Author Access for any Notes User:

<b>AMC News</b> (AMC - READER)	<b>AMC Staff Directory</b> (AMC - READER)
<b>AMC Talk</b> (AMC - AUTHOR)	<b>Audit INFO</b> (AMC- AUTHOR)
<b>BRAC</b> (AMC - READER)	<b>Business Fund Audits</b> (AMC - AUTHOR)
<b>Business Plan</b> (AMC - READER)	<b>Command Group Calendar</b> (AMC - READER)
<b>Congressional INFO!</b> (AMC - READER)	<b>Cost Busters</b> (AMC - READER)
<b>DCSPER's Newsletter</b> (AMC - READER)	<b>DISUM Review</b> (AMC - READER)
<b>Employee Locator</b> (AMC - READER)	<b>Event</b> (AMC - READER)
<b>General Officer's Data</b> (AMC - READER)	<b>Group Discussion</b> (AMC - AUTHOR)
<b>ISL</b> (AMC - READER)	<b>MSC Staff Directory</b> (AMC - READER)
<b>NetCast ...Covering the Internet</b> (AMC - READER)	<b>SGS Suspense</b> (AMC - READER)
<b>RESOURCE MANAGEMENT INFORMATION</b> (AMC - READER)	

4 - The following Lotus Notes Databases have special access requirements (Groups). Please indicate the desired level of access. NONE will be assumed if no choice is selected.

**AMC Purchase Card Management System** [PCMS Notes Admin - PCMS Financial Admin - PCMS Program Leader - PCMS Users - Major Hand Receipt Holders (PBO) - Warehouse]

**BRAC** (AMC - BRACAuthors) - NONE - AUTHOR

**Command Group Calendar** (AMC - CommandGroupEditors) - NONE - EDITOR

**COMMAND REVIEW and ANALYSIS** (AMC - CommandReviewAndAnalysisEditors) - NONE - EDITOR

**Congressional Reports** (AMC - CongressEditors) - NONE - EDITOR

**Congressional Visits** (AMC - CongressEditors) - NONE - EDITOR

**Cost Busters** (AMC - CostBustersAuthors - CostBusterEditors) - NONE - AUTHOR - EDITOR

**ESC** (AMC - ESCAuthors - ESCManagers - ESCReaders) - NONE - MANAGER - AUTHOR - READER

**ESC 98** (REDSTONE - ESCAuthors - ESCManagers - ESCReaders) - NONE - MANAGER - AUTHOR - READER

**Foreign Disclosure Program** (AMC - RSA-FDPEditors - RSA-FDPReaders) - NONE - EDITOR - READER

**IATS** (AMC - IATSRemoteEditors - IATSRemoteReaders - IATSManagers) - NONE - MANAGER - READER - EDITOR

**SGS Suspense** (AMC - SGSEditors) - NONE - EDITOR

5 - The following databases (with the default access levels shown) should be added to your Lotus Notes workspace when the software is installed and configured on your workstation: **AMC's Address Book** (READER), **REDSTONE's Address Book** (READER), **Database Catalog** (READER), **ID Database** (DomainAdministrators and GroupAdministrators ONLY), **NOTES Help** (READER), **REDSTONE Lotus Notes SOP** (READER).

6 - Complete the **PERSON** document below by filling in the items marked with an asterisk. DO NOT complete any of the Home or Administration Information.

## PERSON:

<b>Name</b>	<b>Mail</b>
*First name:	Mail system: Internet
*Middle initial:	Domain:
*Last name:	
User name:	

**Short name:**

**\*Internet address:**

**HTTP password:**

**Work**

Title:

**\*Company  
(Organization):**

**\*Department  
(Office symbol):**

**\*Location (Bldg):**

Manager:

**\*Office phone** (256)  
**(Include DSN):** DSN

**\*FAX phone** (256)  
**(Include DSN):** DSN

**Home**

Street address:

City:

State/province:

Zip/postal code:

Country:

Home phone:

FAX phone:

**Misc**

**Comment:** Notes01/REDSTONE/US

**\*Default Web  
Browser  
(Netscape or  
Internet  
Explorer):**

**Administration**

Owners:

Notes client license: Lotus Notes

Administrators:

**Setup profile:**

Foreign directory sync Yes  
allowed:

Network account  
name:

Password digest:

Change request: None

**Date:** \_\_\_\_\_ **Requester Signature:** \_\_\_\_\_

7 - The following items are to be completed by the person creating the account (Update the ID Database):

**Organizational Unit:** \_\_\_\_\_

**User ID Password:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_